

Permission to Disclose Academic Records

Nazareth College upholds the protection of student education records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). Other than directory information and specific exceptions outlined by FERPA, Nazareth will disclose student education records only with the written consent of the student.

Requested by (Student)

Recipient of Record Disclosure

Last Name, First Name

Last Name, First Name

Student ID Number

Address

Phone

Address (continued)

Email

City, State Zip

I _____, give permission, as outlined below, for my academic records
printed student name

to be disclosed to the above named designee. **Only the records specifically identified below** are authorized for disclosure. By signing below, I indicate my understanding of my rights under FERPA.

- Grade Reports**
 ____ Authorize disclosure for one or more term(s) _____ (list terms)
 ____ Authorize disclosure for duration of enrollment at Nazareth

- Academic Records** (includes all information related to current and prior enrollment, progress in all prior and current coursework, and grades for all prior and current coursework).
 ____ Authorize disclosure for one or more term(s) _____ (list terms)
 ____ Authorize disclosure for duration of enrollment at Nazareth

Note: Authorization to disclose financial aid records (including FAFSA information) must be arranged directly through Office of Financial Aid (Smyth Hall room 43, 585-389-2310).

Please note that it is Nazareth College policy not to release certain aspects of student records (e.g., registration, grades, GPA) over the phone or via email.

Student Signature

Date

To protect student privacy rights, the student must produce picture identification and sign this form in the Registrar's Office (Smyth 1) OR have his/her signature notarized.

Original of this form must be returned to the Registrar's Office